

## ***DAFIS Hint of the month    April 1997***

Do you have a question about when a document may be purged from the Open Document File in DAFIS? The following excerpt from the DAFIS User Guide explains the criteria that DAFIS uses to purge documents. For more information on purge criteria refer to **Section 9N - System Purge Criteria** of your DAFIS User Guide.

### **Open Document File Purge Criteria**

Records are deleted from the Open Document File and added to the Purged Document File. Depending on the document type, these records are purged monthly, quarterly, semi-annually, annually and on a four year basis. After a record is purged and research needs to be done, inquire the Purge Document File using the Inquiry function and RIS-NUMBER PDF-1. This inquiry will give you the purge date of the document. You can then refer to the ODF-Purge fiche for information needed. The following table shows the purge criteria for the various document types:

| <b>DOCUMENT TYPE</b>           | <b>PURGE CRITERIA</b>  |
|--------------------------------|--|
| <b>1-9 or 85</b> (if Agency 3) | Records are purged if the fiscal year of the document ID is less than or equal to the current calendar year. This purge is done after the fiscal year end process.   |
| <b>Greater than 9</b>          | Purge criteria varies. When all money fields are blank, records are purged if closing date is over 120 days old or process date is over 6 months old. If Agency 3, records are purged if close date="999999". See table below. |
| <b>26</b> (if Agency 4)        | Records are purged if the closing date is over 90 days old.  |

**NOTE:** Close date is assigned by the system based on records being set-to-purge. Set-to-purge = all money fields blank except EXPND and/or COLLECTIONS.

When there is money in EXPND, COLLECTIONS, ACCT-RECV, UNFLD-CUST-ORDER, FILLED-ORDER-UNCOLL, or PY-RECOVERY the criteria on the following table should be used.

| <b>DOCUMENT TYPE</b>                     | <b>PURGE CRITERIA</b>  |
|--|--|
| <b>17</b> (if Agency 1)                  | Record is purged if process date is over 2 years old, regardless of money fields.  |
| <b>11 thru 16 or 18</b>                  | If object class is 1210, 1211, 1212, 1213, 1214, 1215, 2104, 2105, 2221, 255B, or 255C then records are purged if the process date is over 4 years old.          |
| <b>11 thru 16 or 18</b><br>(if Agency D) | If object class is 2103, 2121, 2150, 2151, 2152, 2153, 2154, or 2563 then records are purged if the process date is over 4 years old.                            |
| <b>11 thru 16 or 18</b><br>(if Agency 2) | If object class is 2553 or 2582 then records are purged if the process date is over 4 years old.   |
| <b>22, 23, 24, and 25</b>                | Records will not be purged if there is a 7 in the ECC(2) field (VEM records).  |
| <b>24 or 25</b>                          | Records are purged if the process date is over 4 years old.  |
| <b>27</b> (if Agency 4)                  | Records are purged if the closing date is over 90 days old.  |
| <b>71</b>                                | Records are purged if the <i>document is closed</i> one month from beginning of the current month.   |
| <b>71</b> (if Agency 4)                  | Records are purged if the <i>process date is over</i> one month from beginning of current month.   |
| <b>72 or 73</b>                          | Records are purged if the process date is over 180 days old.   |
| <b>81 or 84</b>                          | Records are purged if document is closed over 1 month from the current date or if process date is over 60 days old. Agency 5 is exempt from this purge criteria. |
| <b>All other</b>                         | Records are purged if the closing date is over 365 days old or if there is no money on expend and closing date is over 180 days.                                 |